

California Department of Conservation



Watershed Coordinator Grant Program 2004 Request for Proposals



For further information, please contact:

California Department of Conservation
Division of Land Resource Protection
801 K Street, MS 18-01
Sacramento, CA 95814-3528
(916) 322-9721
Fax (916) 327-3430
Email: rcd@consrv.ca.gov

Check the Resource Conservation District Assistance Program website for updates:
<http://www.consrv.ca.gov/dlrp/rcd>



DEPARTMENT OF CONSERVATION
STATE OF CALIFORNIA

September 25, 2003

Division of Land
Resource
Protection

801 K STREET
M.S. 13-71
SACRAMENTO
CALIFORNIA
95814

PHONE
916/324-0850

FAX
916/327-3430

INTERNET
constrv.ca.gov

■ ■ ■

GRAY DAVIS
GOVERNOR

Dear Applicant:

Thank you for your interest in the Watershed Coordinator Grant Program. Recognizing the program's previous success, the California Bay Delta-Authority (CBDA) has partnered with the Department of Conservation (DOC) to provide \$9 million in funding for a three-year period, beginning Spring 2004. The purpose of the grant program is to fund watershed coordinator positions to facilitate watershed improvement efforts within the CALFED Solution Area. The Program offers organizations an opportunity to improve watersheds using a collaborative approach to planning and management.

DOC recently held a series of five informational workshops around the state. The purpose of the workshops was to gather local input to formulate a program that is responsive to local needs. Over 170 representatives from different agencies and organizations attended and offered their comments. A number of valuable ideas were expressed, many of which were incorporated into the grant program. These include:

- Allowing more than one watershed coordinator position per watershed;
- Creating a database to facilitate cooperation and coordination between applicants during proposal preparation;
- Authorizing costs for training, software, and testing equipment;
- Allowing part-time coordinator positions; and
- Providing electronic forms on the DOC website.

DOC looks forward to receiving applications from organizations throughout California. This grant program provides a valuable opportunity for local organizations to plan and develop critical watershed improvements through watershed coordinators.

Sincerely,

Darryl Young
Director

Table of Contents

Section 1: Program Overview and Application Process

| | | |
|-------|-------------------------------------|---------|
| I. | Introduction | page 1 |
| II. | Eligibility Requirements | page 2 |
| III. | Cooperation Database | page 3 |
| IV. | Submission Requirements | page 3 |
| V. | Authorized Costs and Matching Funds | page 3 |
| VI. | Partnering and Cooperation | page 5 |
| VII. | Watershed Locations | page 6 |
| VIII. | Performance Measures | page 6 |
| IX. | Evaluation Criteria | page 6 |
| X. | Reporting and Invoicing | page 9 |
| XI. | Deadlines | page 11 |
| XII. | DOC Contact Information | page 12 |

Section 2: Instructions and Forms

| | | |
|------|---|---------|
| I. | Proposal Checklist | page 14 |
| II. | Proposal Cover Sheet | page 15 |
| III. | Instructions for Preparing Narrative Proposal | page 17 |
| IV. | Instructions for Preparing Work Plan | page 20 |
| V. | Work Plan Form | page 21 |
| VI. | Instructions for Preparing Budget Form | page 22 |
| VII. | Budget Form | page 26 |

Section 3: Appendices

| | |
|--|---------|
| Appendix A: Watershed Map and List of California Watershed Names | page 29 |
| Appendix B: Example Work Plan Form | page 35 |
| Appendix C: Example Budget Form | page 36 |

Tables

| | |
|--|--------|
| Table 1: Additional Authorized CALFED Programs | page 2 |
| Table 2: Cash Match | page 9 |
| Table 3: In-Kind Match | page 9 |

Section 1: Program Overview and Application Process

I. Introduction

A. Background

In 2000, the California Legislature approved a \$2 million pilot grant program to fund watershed coordinators for Resource Conservation Districts. The Department of Conservation (DOC) was authorized to administer the program. State funding was approved for two years, and due to the success of the pilot program, the California Bay Delta-Authority (CBDA) partnered with DOC to extend the program for another 18 months. CBDA oversees the CALFED Bay-Delta Program. Since the importance of the program has become evident, DOC is working with the CBDA to expand the grant program in 2004 with CALFED funding from the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50). The 2004 grant program is open to additional organizations and will provide \$9 million for a three-year period, beginning Spring 2004.

B. Program Goals and Purpose

The pilot Watershed Coordinator Grant Program demonstrated that watershed coordinators are effective in facilitating collaboration, building consensus, obtaining project funding, and initiating watershed improvement projects. Using a coordinated approach to planning and management has resulted in successful and sustainable watershed improvements.

The goal of the 2004 Watershed Coordinator Grant Program is to continue to improve watersheds within the CALFED Solution Area by providing support for watershed improvement efforts. The CALFED Solution Area includes watersheds that contribute to or import water through the Bay-Delta system.

The purpose of this grant program is to fund watershed coordinator positions in order to facilitate watershed improvement efforts within the CALFED Solution Area. These positions must demonstrate a direct benefit to the Bay-Delta system and support the goals and objectives of the CALFED Watershed Program and at least one other authorized CALFED program (to be identified by applicant from those listed in Table 1 on page 2).

The Program offers organizations a unique opportunity to improve watersheds through a coordinated collaborative process. To ensure that grants are distributed throughout the CALFED Solution Area and cover as many watersheds as possible, no more than two full-time coordinator positions will be awarded within a watershed, as defined by the Watershed Map in Appendix A. DOC will ensure that each of the five CALFED regions within the Solution Area will be represented. A major goal of this Program is to foster collaboration and partnerships. Therefore, applicants are strongly encouraged to work cooperatively with other organizations to formulate a comprehensive proposal.

II. Eligibility Requirements

The Program is open to locally based, nonprofit groups with 501(c)(3) status, special districts, and local governments. Locally based groups are defined as those that maintain a local office and focus on issues within that watershed or community. The Program is not open to federal or state agencies. Each proposal may request no more than the equivalent of one full-time watershed coordinator position, and should only address one watershed, as defined by the Watershed Map in Appendix A. The Watershed Map is based on the United States Geological Survey (USGS) 8-digit Hydrological Unit Catalog (HUC) delineation. Sub-watersheds within the USGS-defined watershed will be eligible for funding; however, a maximum of two full-time coordinator positions will be funded per USGS 8-digit watershed (refer to the Watershed Map and list in Appendix A). Proposals must support CALFED Program goals for the Bay-Delta, which can be found at: <http://www.calwater.ca.gov>.

To be eligible for funding, the watershed must meet the requirements of one of the following conditions:

Condition 1 (green area on Watershed Map): The watershed is located within the CALFED Solution Area and drains to the Sacramento-San Joaquin Delta or San Francisco Bay. Proposals must clearly demonstrate a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and at least one other CALFED program as identified in Table 1 (below). Table 1 lists the additional *authorized* CALFED programs that may be addressed in proposals.

Condition 2 (gold area on Watershed Map): The watershed is located within the CALFED Solution Area, does not drain to the Sacramento-San Joaquin Delta or San Francisco Bay, and imports water through the Delta. Proposals must clearly demonstrate a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and the Water Use Efficiency Program. Proposals may also address additional CALFED programs as identified in Table 1.

Condition 3 (gray area on Watershed Map): The watershed is outside of the CALFED Solution Area. Proposals must clearly demonstrate, to the satisfaction of DOC, a direct benefit to the Bay-Delta system. At a minimum, proposals must support the CALFED Watershed Program and at least one other CALFED program as identified in Table 1.

| Table 1 – Additional Authorized CALFED Programs | |
|---|-----------------------|
| Water Use Efficiency | Storage |
| Drinking Water Quality | Water Transfers |
| Levee System Integrity | Conveyance |
| Science | Ecosystem Restoration |

III. Cooperation Database

To facilitate cooperation within watersheds, DOC will maintain an online database of potential grant applicants. To be included in the database, send an email message to: rcd@consrv.ca.gov with the subject line: [Cooperation Database Registration](#). Using the Watershed Map in Appendix A, list the name of your watershed(s), the watershed's USGS 8-digit HUC code, your organization's name, a contact person and a contact email address, within the body of the message. [Applicants that register by 5:00 p.m. October 24, 2003 will automatically receive five \(5\) points, per application, towards the cooperation criteria, if the application is eligible for scoring.](#) The Cooperation Database will be updated every three days and will be located at: <http://www.consrv.ca.gov/dlrp/rcd>. This database is provided to assist applicants in identifying potential partner organizations. Proposals that demonstrate cooperation within watersheds rather than competition will receive higher scores.

IV. Submission Requirements

Each proposal may request no more than the equivalent of one full-time watershed coordinator position; proposals requesting less than one full-time position are allowable (e.g. half-time, part-time). Proposals should only address one watershed, as defined by the Watershed Map in Appendix A. However, more than one watershed may be addressed if a watercourse crosses the HUC boundary lines. Proposals must designate a single, eligible entity as the legally and administratively responsible party.

To be considered for a grant, eligible applicants must fully complete and submit all items as listed on the Proposal Checklist (*Section 2*, page 14).

Proposal packets that are incomplete or do not include all of the items listed on the Proposal Checklist will be disqualified and not scored.

V. Authorized Costs and Matching Funds

A. Allowable Costs

The grants are authorized to only fund the salaries and directly associated costs of watershed coordinator positions for a period of three years, from the grant agreement start date through Spring 2007. Although there is no dollar limit on the amount of a grant request, coordinator salary rates and support costs must be reasonable, taking into consideration regional salary differences. All expenses or costs included in the budget must support the proposed work plan. All allowable costs may be used as match.

Allowable costs include:

- Salary of the watershed coordinator;
- Benefits for the watershed coordinator (up to 32% of salary, based on actual costs);
- Rent;

- Required equipment, such as a personal computer;
- Operating expenses, such as transportation costs, telephone service, etc;
- Technical software (if supported by the work plan);
- Attendance at seminars, workshops, and conferences (up to \$2,400 total);
- Office supplies;
- Minor meeting expenses, such as printing and mailing costs (excluding food and drinks);
- Administrative costs (up to 15% of funding).

All costs must, to the satisfaction of DOC, support the work plan and be directly related to, and in support of, the watershed coordinator position.

B. Non-Allowable Costs

The purpose of this Program is to fund watershed coordinators and support costs that are absolutely necessary for watershed coordinators to complete their duties as identified in the work plan. The grant will not pay for project-related costs, or for coordinators to conduct tasks associated with office manager or administrative staff duties. Examples of non-allowable costs include:

- Project-related costs, such as construction materials, machinery, field tools, etc;
- Printing costs for project literature;
- Food and drinks;
- Project mailing costs;
- Heavy equipment rental;
- Major equipment purchases;
- Testing, sampling, and other similar expenditures that cumulatively exceed \$1500;
- Promotional items;
- Maintenance expenses.

C. Matching Funds

Applicants are strongly encouraged to provide matching funds. A significant goal of DOC and CBDA is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind contributions. Greater contributions will result in higher points being awarded. In addition, cash match is weighted higher than in-kind match.

Only watershed coordinator salaries and all allowable costs, as outlined in the list of allowable costs above, are eligible as match. Non-allowable expenditures cannot be used for match. If an expenditure is unallowable for reimbursement, it is also unallowable for match. The only exception is for technical support provided to the watershed coordinator in direct support of the work plan.

The following information is provided to assist in preparing the proposal:

- Cash: A transaction where the applicant makes the purchase using cash, a credit card or some other liquid asset.
- In-kind: Third party contributions to the applicant consisting of goods or services. A transfer of something of value, other than cash, such as volunteer time, equipment, use of facilities, supplies, etc.
- Match must come from a non-CALFED source such as private, city, county, state or federal contributions of time or money.
- Match must provide portions of salary or direct costs (refer to Example Budget in Appendix C).
- Cash includes money designated in a checking or savings account, or guaranteed cash contributions from a non-CALFED source. It may include city, county, private or other contributions. It must be a liquid asset and available for the express purpose of supporting the watershed coordinator's efforts as outlined in the work plan.
- Cash match contributions must be evidenced by a specific, designated bank account, a letter of grant award, or other binding financial documents.
- In-kind (or non-cash) contributions include the use of non-CALFED or third party contributed real or personal property or equipment that supports the grant. Documentation must exist to validate this connection.

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.

VI. Partnering and Cooperation

The CALFED Guiding Principles and DOC encourage partnering and cooperation within watersheds. To ensure a wide distribution of grants, no more than two full-time coordinator positions will be awarded per USGS 8-digit watershed. Proposals should demonstrate multiple, committed partnerships and extensive cooperation with other agencies, organizations, or entities. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the partner's contributions. Cooperation may be evidenced by letters of support, signed agreements, board resolutions, or other signed documents.

VII. Watershed Locations

Grants will be issued on a watershed basis using the Watershed Map (Appendix A). Each proposal should address no more than one watershed. More than one watershed may be addressed if a watercourse crosses HUC boundary lines. All proposals must indicate the name of the watershed(s), the HUC code(s), and include a USGS map of the watershed. For reference, Appendix A includes a list of California's watersheds and the corresponding HUC codes. The colored portion of the Watershed Map includes watersheds that are generally considered part of the CALFED Solution Area. Watersheds that are in the gray portion of the map may be eligible if the proposal can clearly demonstrate, to the satisfaction of DOC, a direct benefit to the Bay-Delta system.

VIII. Performance Measures

In order to ensure accountability, work plans must contain performance measures. Performance measures are quantifiable standards that measure the success of an objective and the objective's direct benefit to the watershed.

Each work plan objective must include a performance measure. Performance measures are developed to establish a benchmark that will allow applicants and grant administrators to evaluate the success of the coordinators' efforts.

For example, if an objective is to improve water quality in a river, a performance measure may be to reduce sediments entering the river by 10 percent. Performance measures are generally reported as numbers, ratios, or percentages. They should show that actions are directly benefiting the watershed; performance measures should go beyond counting meetings held, number of attendees, number of mailings, etc.

IX. Evaluation Criteria

Only proposals that meet the eligibility requirements and are complete will be reviewed and scored competitively. The following criteria will be used for scoring and selection. Concise proposals with strong detail and support will be given more points. A total of 150 points will be used for scoring. Each proposal must address the following criteria and provide supporting documentation.

A. Benefits to the Watershed (30 points)

Proposals must describe all potential benefits to the watershed and demonstrate the need for a coordinator position. Proposals that clearly explain and fully outline the following will receive more points:

- Current watershed conditions and need for a watershed coordinator position.
- Importance, impact, and direct benefits a coordinator would have on the watershed.
- Strong correlation between the proposed activities of the watershed coordinator and watershed-related goals and objectives of the applicant's long-range or strategic plan.

- Methods used to measure and evaluate the watershed coordinator's direct benefits to the watershed.

Points may also be awarded on the basis of originality and innovation.

B. Watershed Coordinator Work Plan (20 points)

Each proposal must include a comprehensive work plan. The work plan will be scored on the basis of completeness, manageability, feasibility, and how well goals, objectives, and tasks tie together. The work plan should identify specific tasks with anticipated outcomes and a realistic implementation schedule. More points will be awarded if tasks clearly show how objectives will be completed and how CALFED program goals will directly benefit. The budget and work plan (tasks, objectives, and goals) must tie together and address the needs of the watershed.

C. Performance Measures (15 points)

Proposals must contain well-designed performance measures. Proposals that provide quantifiable performance measures that clearly demonstrate the proposal's benefit to the watershed and CALFED goals will be awarded more points.

D. Sustainability (5 points)

DOC and CBDA are interested in funding proposals with the potential to result in long-term sustainable benefits. Proposals that provide feasible methods or plans to sustain the watershed coordinator position beyond the life of the grant will receive more points.

E. Support of CALFED Program Bay-Delta Goals (25 points)

Proposed work plans and coordinator activities must demonstrate support for the following CALFED Watershed Program criteria for the Bay-Delta. Proposals that demonstrate strong support for CALFED Program goals for the Bay-Delta will receive more points.

- Plans must collaborate with and be consistent with the CALFED Program. Plans shall:
 - Be consistent with the goals and objectives of CALFED;
 - Promote information exchange with CALFED; and
 - Promote local community involvement in CALFED.
- Goals and objectives must be community-based. Goals and objectives should:
 - Promote community and landowner involvement;
 - Have demonstrable community support;
 - Contribute to on-going local watershed management;
 - Foster the development and maintenance of local watershed efforts;
 - Reach out to and encourage participation of local leadership;
 - Reach out to and encourage participation of individuals with diverse interests; and
 - Foster collaboration among multiple interests.

- Plans should address multiple watershed issues. Plans should:
 - Address multiple ecosystem issues;
 - Be consistent with related resource protection activities and applicable regulations;
 - Contribute to beneficial environmental results;
 - Improve ecosystem values and watersheds that directly or indirectly impact the Bay-Delta system; and
 - Be consistent with general principles of good watershed management.
- Plans should be coordinated and supported at multiple levels. They should:
 - Enhance coordination between CALFED, government agencies, and local community groups.

Work plans must support one or more CALFED programs in addition to the Watershed Program. Please refer to Table 1 (page 2) for a list of these other programs.

Watersheds that import water through the Sacramento/San Joaquin Delta System, rather than draining to it, must address the Water Use Efficiency Program. To determine the guiding principles of this and other CALFED programs, please visit the CBDA website at <http://www.calwater.ca.gov> and click on programs.

F. Support of Overall Watershed Goals (10 points)

Proposals that demonstrate contributions towards existing published watershed goals of other organizations will receive more points. Proposals should illustrate a comprehensive understanding of existing issues and plans for the watershed as a whole. The narrative proposal should identify watershed goals from other agencies and watershed organizations, and explain how they will be supported by the proposal.

G. Partnering (10 pts)

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Proposals that demonstrate multiple, committed partnerships and extensive coordination with other agencies, organizations, or entities will be given more points. Partnerships must be evidenced by letters of commitment and/or other signed documents, which explain the relationship and outline the contributions.

H. Cooperation (10 pts)

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in agreement and are non-duplicative of each other's activities. Applicants are urged to work cooperatively with other groups and agencies to avoid multiple proposals for the same watershed. Applicants must demonstrate that their efforts are part of a larger plan to improve the overall watershed. Proposals that demonstrate that there was cooperation within the watershed will receive more points. Organizations that register on the DOC Cooperation Database by the Oct. 24 deadline will automatically receive five (5) points towards the cooperation criteria, if the application is

eligible for scoring. Proposals that demonstrate strong cooperation between registered groups within the same watershed will be given more points.

I. Budget (10 points)

The budget will be evaluated on completeness, accuracy, and how it supports the objectives, goals, and tasks as identified in the work plan. Budgets that clearly demonstrate a direct relationship between expenditures and the work plan will be given more points. Budgets that contain costs that appear to be unreasonably high or inflated will receive fewer points.

J. Matching Funds (15 points)

A major goal of CBDA and DOC is to ensure cooperation and collaboration between diverse groups throughout the watershed. It is also important for applicants to demonstrate a commitment by contributing matching funds. Proposals may include cash match, in-kind match or both. The greater the contribution, the higher the points awarded. Applicants can be awarded up to 15 points, if the maximum cash and in-kind matches are provided. The following charts will be used to award points. Separate points will be awarded for each match category.

| Table 2 – Cash Match | |
|--|--------|
| Match Contribution (% of DOC share) | Points |
| 1% - 10% | 2 |
| 11% - 15% | 4 |
| 16% - 20% | 6 |
| 21% - 25% | 8 |
| 26% + | 10 |

| Table 3 – In-Kind Match | |
|--|--------|
| Match Contribution (% of DOC share) | Points |
| 1% - 10% | 1 |
| 11% - 15% | 2 |
| 16% - 20 % | 3 |
| 21% - 25% | 4 |
| 26% + | 5 |

X. Reporting and Invoicing

A. Grant Administration

The grants will be administered through grant agreements, which will be prepared after the grants are awarded. Grant agreements consist of standard language, work plan, budget, reporting requirements, and an implementation schedule. All costs are reimbursed in arrears and are based on actual costs. Only costs approved in the grant agreement and supported by proper source documentation are eligible for reimbursement. Expenses incurred prior to the start date of the grant agreement and after the closing date of the agreement are not reimbursable. Reporting requirements are briefly summarized below, but will be detailed in the grant agreement.

B. Reporting

Grantees must provide DOC with quarterly written reports that demonstrate progress and compliance with the grant agreement. Additionally, at the end of each 12-month period, an annual report must be submitted. DOC will determine the format of the reports and the necessary documents that will be submitted with the reports.

1. Quarterly Reports: These reports will primarily focus on the tasks worked on and completed by the watershed coordinator over a three-month period, based on the approved work plan. Grantees shall provide evidence to demonstrate that objectives and tasks are being completed, or if not, provide justification. In addition to the quarterly report, the grantee must provide DOC with evidence that budgeted match is being used to support the grant. Grantees will be required to identify the source of the match, the amount of contribution, and provide supporting documentation.

2. Annual Reports: Annual reports will be required at the end of each 12-month period. These reports shall summarize the progress made that year. Grantees will be required to provide a detailed written report which shall include a description of:

- The direct benefits to the watershed and CALFED goals and objectives;
- The work plan(s) showing completion of tasks and objectives;
- Progress toward meeting performance measures to date;
- The grant's effectiveness;
- Additional benefits to the watershed as a result of coordination.

3. Final Report: At the end of the three-year grant period a final report will be required. This report must summarize the overall results of the grant and describe:

- The overall benefits (direct and indirect) to the watershed and compliance with CALFED's goals and objectives;
- Work plan accomplishments;
- Final results of performance measures and a discussion and evaluation of these measures;
- The grant's effectiveness;
- Sustainability of the watershed coordinator position;
- Financial status, including all match contributions;
- Conclusions.

C. Accounting

Invoicing: All costs are reimbursed in arrears and are based on actual costs. Grantees must submit quarterly invoices to DOC for reimbursement. Invoices must be sequentially numbered and prepared in triplicate with all supporting documents (receipts, cancelled checks, payroll stubs, paid bills, contract/subcontract award letters, cancelled warrants, etc). All submitted documents will require annotations that specifically link the expenditure to the approved work plan. DOC is ultimately the final approving authority on reimbursement of expenditures. DOC will also base payments on reports showing work completed and satisfactory progress.

XI. Deadlines

- **September 25, 2003** – Request for Proposals (RFP) release date
- **October 24, 2003, 5:00 p.m.** – Deadline to register to be included in the Cooperation Database
- **September 25 through October 24, 2003, 5:00 p.m.** – Question and answer period open. To ensure fairness to all potential applicants, questions pertaining to the RFP must be received by DOC staff by 5:00 p.m. on October 24, 2003. Questions and answers will be published on the DOC website shortly after the October 24th close date.
- **October 6 through October 21, 2003** – Regional RFP informational workshops held. Locations are listed below. Any changes will be announced prior to the workshop.
 - October 6, 2003; 1-5 p.m. in Merced at:
USDA Natural Resources Conservation Service
2135 Wardrobe Ave, Merced CA 95340
 - October 15, 2003; 1-5 p.m. in La Habra at:
La Habra Library
221 East La Habra Blvd., La Habra CA 90631
 - October 17, 2003; 1-5 p.m. in Redding at:
Western Shasta Resource Conservation District
6270 Parallel Rd., Anderson CA 96007
 - October 20, 2003; 1-5 p.m. in Oakland at:
Elihu Harris Building
1515 Clay Street, Room 11, Oakland CA 94612
 - October 21, 2003; 1-5 p.m. in Sacramento at:
Rancho Cordova Community Library
9845 Folsom Blvd., Sacramento CA 95827
- **November 17, 2003, 5:00 p.m.** – Proposal due date and time. Proposals must be physically received at the following address on this date by close of business (5:00 p.m.). Proposals received after the deadline will not be accepted. Proposals will not be accepted via fax or email. Submitted proposals will not be returned.

Please note the new mail and delivery addresses for the Division of Land Resource Protection as listed below. Although the Division is in the same building, the office is now on the 18th floor of the Renaissance Tower.

Drop-off Address:

**State of California
Department of Conservation
Division of Land Resource Protection
801 K Street, Room 1815
Sacramento, CA 95814**

Mailing Address:

**State of California
Department of Conservation
Division of Land Resource Protection
801 K Street, MS 18-01
Sacramento, CA 95814**

XII. DOC Contact Information

If you have any questions, please send an email to: rcd@consrv.ca.gov

Or contact the following DOC staff:

- Andrew Rush (916) 323-4163
- Jenny Di Stefano (916) 324-0774